

TRIBAL COUNCIL SECRETARY

Position Announcement

JOB SUMMARY:

The Tribal Council Secretary works under the direct supervision of the Chairperson and Council. This position is responsible for meeting minutes, correspondence, official documents and many other duties.

DEPARTMENT:	Administration
SUPERVISOR:	Tribal Council/Chairperson
STATUS:	Full-time, permanent/Benefits after 90 days
In-House/Tribal Applications Due:	September 16, 2020
All other Applications Due:	September 23, 2020 or UNTIL FILLED
Salary:	\$12.00hr/DOE

DUTIES & RESPONSIBILITIES:

- Tribal Council Secretary is responsible for the maintenance of all files of the Tribal Council
- Responsible for creating and proper dispersal of correspondence and official documents of the Tribe, subject to approval of the Chairperson
- Provide administrative support to the Tribal Chairperson in the preparation of agendas, proposed resolutions and ordinances, for all Tribal Council and General Tribal meetings
- Responsible for preparation and distribution of all minutes of the Tribal Council and General Tribal meetings
- Prepares, proofreads, edits and corrects correspondence and documents
- Arrange teleconferences and conference calls
- Handles special projects and conducts research as requested
- Prioritize emails and other correspondence, including faxes
- Manage incoming mail and other papers by sorting, distributing and taking action as required
- Manage multiple projects and properly prioritize workload
- All other duties as assigned

MINIMUM QUALIFICATIONS:

- Advanced computer skills, including Microsoft Word, Excel, Power Point, email, etc.
- Work independently with minimum direction.
- Work effectively in fast paced, multiple team environment.
- Exercise discretion and professionalism when relating to sensitive internal and external matters.
- Follow and understand oral and written instructions;
- Work cooperatively with the public and other staff members.
- Excellent writing and communication skills with strong proofreading and accurate grammar.
- Exceptional and outstanding organizational skills, detail oriented, with strong multi-tasking and prioritization skills.
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change and always maintain a professional demeanor
- Strict client confidentiality is required with no exceptions.
- Must have a valid driver's license, good driving record and be insurable.
- Must pass a pre-employment drug test and background check.

DRUG-FREE WORKPLACE POLICY: The Kaibab Band of Paiute Indians has a zero-tolerance drug use policy. This position requires pre-employment drug testing. **Employment applications** are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 2 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record.

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT